

SCOPE OF WORK

LANDSCAPING SERVICES

FEDERAL AVIATION ADMINISTRATION
100 MELAVER DRIVE
SAVANNAH, GEORGIA 31408

1. SCOPE. This specification is intended to outline the minimum requirements for landscaping maintenance at the buildings occupied by the Federal Aviation Administration (FAA), Savannah, Georgia.
2. GENERAL INFORMATION. The areas where the contractor will work are tenanted by government employees and are visited by the general public. For the protection of these grounds and equipment, first quality maintenance will be required. Hasty and careless performance of the work will not be tolerated. Work that is unsatisfactory will be called to the attention of the Contracting Officer, and the contractor will be required to correct the unsatisfactory work. Examples of such practices are grass cuttings strewn over parking areas and cuttings left around trees and shrubbery.

Due to service the FAA gives to the flying public, it may become necessary on occasion that the contractor, or his representative, be instructed to cease operation. Recognition shall be taken of the "stop work order" and the contractor will not be penalized because the normal work, which otherwise would have been accomplished during the interval, has been neglected.
3. GOVERNMENT-FURNISHED MATERIAL AT THE ATCT. Water and electricity only.
4. CONTRACTOR-FURNISHED PROPERTY. The contractor will be required to furnish all mechanical and electrical apparatus and equipment such as mowers, trimmers, blowers, ladders, hand tools, and all other supplies required. Mulch, fertilizer and herbicides are included in the contract.
5. PRE-BID SITE VISIT. Prospective bidders wishing to visit the work site prior to bidding may do so by contacting the on-site contracting officer's representative, Curtis A. Tucker, at 912-964.3160.
6. SPECIAL REQUIREMENTS. The contractor is required to have a phone or answering machine and to return calls within 24 hours to assure adequate supervision of the work performed under the contract.

7. HOURS OF WORK. The landscaping requirement for the ATCT buildings must be completed between 7:30 a.m. and 4:30 p.m. during the normal workweek of Monday through Friday.

8. STANDARDS. Supplies and materials furnished by the contractor must be rated good or better grade by the industry and/or trade and customarily used for that purpose.

9. UTILITIES. The FAA will provide at no cost all electrical power and water necessary to accomplish the work.

10. STORAGE. The FAA will provide no storage space for the contractor's supplies and equipment.

11. WORK SCHEDULE. The contractor will be required to prepare and provide to the Contracting Officer Representative (COR), for approval, a complete work schedule to accomplish all scheduled work under this contract. The work schedule must be provided within two weeks of the starting date for the contract.

12. SECURITY. The FAA requires strict security in the work areas. The contractor may be required to sign in and out during periods of work. The contractor may be required to submit an application for security clearance through the FAA. Any employee of the contractor that may work independently on FAA property may be required to submit an application for security clearance through the FAA.

13. ORIENTATION. The FAA COR will provide the contractor a one-time orientation of the facilities. It shall then be the contractor's responsibility to provide proper orientation for any employee that performs work under this contract. Missed work because of improper orientation is not acceptable.

SPECIFICATIONS FOR LANDSCAPING CONTRACTORS

FEDERAL AVIATION ADMINISTRATION

SAVANNAH AIRPORT TRAFFIC CONTROL TOWER
100 MELAVER DRIVE
SAVANNAH, GEORGIA 31408

The specifications below are for the landscaping maintenance at the Federal Aviation Administration (FAA) Airport Traffic Control Tower (ATCT), Savannah, Georgia. The facility is located at 100 Melaver Drive at the Savannah International Airport. The area to maintain is approximately 38,000 square feet and is surrounded by an eight-foot chain-link fence. The facility is equipped with an automatic sprinkler system that will be maintained by the FAA.

MOWING: Grass shall be mowed twice a month during the time period of March 1 through November 30, and once a month during the time period of December 1 through February 28. If grass cuttings are over ½ inch in length they shall be removed from the grass surface and disposed of by the contractor. Grass that is scattered on paved areas shall be removed by the contractor.

EDGING/TRIMMING: Edging and trimming grass on the property borders, around the buildings and paved areas shall mirror the time periods for mowing. Cuttings shall be removed and disposed of by the contractor. An escort is required for the area outside the perimeter fence at the back of the tower.

HERBICIDE: Weed control shall be applied twice a year according to the frequency chart to prevent the spread and overgrowth of weeds. The COR shall be notified two weeks in advance of the application of herbicide. Weeds shall be removed from tree/shrubbery beds quarterly according to the frequency chart.

FERTILIZER: Fertilizer shall be applied once a year in the second week of May.

MULCH: Mulch shall be applied during the first week of April and first week of October. The mulch shall be applied around all shrubbery and trees. The circumference for mulch around trees shall be at least three (3) feet.

PRUNING: Shrubbery shall be pruned according to the frequency chart to maintain a uniform appearance. Shrubbery shall not be allowed to overgrow the area where planted. Trees shall be pruned according to the frequency chart to ensure optimum appearance and growth. All cuttings shall be removed and disposed of by the contractor.

FREQUENCY CHART FOR SAVANNAH ATCT

TASK	How Often	Approximate Dates
Mow grass/edge and trim borders	2 x monthly	5th and 21st, weather permitting March thru November
Mow grass/edge and trim borders	1 x monthly	5th, weather permitting December thru February
Weed shrubbery beds	Quarterly	5th of months Nov, Feb, May, August
Broadcast herbicide	2 x yearly	February and August
Broadcast fertilizer	Annually	May
Apply mulch	Semi-annually	October and April
Prune shrubbery and trees	Annually	December: Maple Trees January: Live Oak and Grape Myrtle Trees March: Holly Trees May or June: Magnolia Trees June: All Shrubbery